

## **SPECIAL ACT OR SERVICE (SAS) RECOGNITION**

### **Nominations for employees serviced by the Oak Ridge Human Resources Division:**

1. **BASIS.** Recognition granted for a one-time act, service, or other nonrecurring accomplishment by an employee or group of employees that is in the public interest and connected with or related to official employment. This type of recognition is appropriate when performance is substantially beyond expectations on a specific assignment, a single scientific achievement, act of heroism, or similar one-time special act or accomplishment.
2. **ELIGIBILITY.** Any Federal employee.
3. **RECOGNITION AMOUNT.** The maximum amount that may be approved locally is \$7,500. The recognition may be based on Tangible or Intangible contributions, see the appropriate SAS scale below.
4. **LIMITATIONS.** There is no limit on the amount of a group award as long as no individual award to any member of the group exceeds \$7,500. Individual amounts exceeding \$7,500 must be approved by the Secretary of Energy. Amounts exceeding \$10,000 for an individual must have OPM approval.
5. **PROCEDURES AND RESPONSIBILITIES.**

- a. The nominator will submit to the Federal Human Resources Branch (FHRB) an award nomination through the Workflow feature of the Corporate Human Resources Information System (CHRIS). Each nomination (write up) is to be in the following format and is to be included in the “Comments/Justification” block in the CHRIS Workflow Personnel Request screen:

NOMINEE:

NOMINATOR:

AWARD TYPE: Special Act or Service (identify whether for an intangible or tangible act or service).

AWARD AMOUNT:

PERIOD COVERED BY AWARD:

JUSTIFICATION:

INTANGIBLE: Must identify the (1) reason for the award, (2) value of the benefit, and (3) extent of the application.

TANGIBLE: Must identify the (1) reason for the award and (2) estimated first year benefits to the government.

CERTIFICATE WORDING: (not applicable to Office of Scientific and Technical Information (OSTI) nominations).

- b. In all cases the nominator will be the employee’s supervisor (Branch Chief level or above). If another supervisor at the Branch Chief level or above wishes to recommend an employee for a SAS recognition, that supervisor will e-mail the complete award nomination information (described in Paragraph 5a above) to the employee’s supervisor.

The nominator will be the “1<sup>st</sup> Approver” in the CHRIS Workflow “Approval Routing” screen.

- c. The approving/disapproving official will be the employee’s Senior Staff member or above unless the latter is the Manager of the Office or Site Office. For OSTI, the approving/disapproving official will be the Assistant Director for Administration and Information Services (ADAIS).

The approving/disapproving official will be the “2nd Approver” in the CHRIS Workflow “Approval Routing” screen.

- d. After the nomination has been approved by the “Approving/Disapproving Official” through CHRIS Workflow, the nomination will be routed to the Office Manager or OSTI Financial Manager, as applicable, who tracks the funding for the account from which the award is being paid.

The Office Manager or OSTI Financial Manager, as appropriate, will verify funding, approve the action in the “Administrative Officer Approver” block, and forward the CHRIS Workflow award nomination to the FHRB “SA Approver”.

- e. The FHRB will review the SAS nomination for regulatory compliance and process the action as appropriate. The employee copy of the appropriate paperwork will be provided to the Office Manager of the organization funding the award or for OSTI, to the Office of ADAIS. Due to the presence of personally identifiable information, the organization should not retain a copy of the Standard Form 50 effecting the award.
- f. The employee copy of the appropriate paperwork should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).

### **Nominations for employees located in external organizations not serviced by the Oak Ridge Human Resources Division:**

Please contact your Human Resources Specialist so he/she can work with the nominee’s servicing Human Resources organization in order to coordinate the granting and processing of the award nomination. Nomination justifications (write ups) are to include the information outlined in Paragraph 5a above.

## Monetary Awards Scales<sup>1</sup>

<b>MONETARY AWARDS SCALE FOR INTANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS, SPECIAL ACTS OR SERVICES</b>				
<b>VALUE OF BENEFIT</b>	<b>EXTENT OF APPLICATION</b>			
	<b>Limited</b> Affects functions, mission, or personnel of one office (e.g., field site office or one office within a HQ Departmental element). Affects a small area of science or technology.	<b>Extended</b> Affects functions, mission, or personnel of several field site offices or HQ office within a Departmental element (e.g., more than one). Affects an important area of science or technology.	<b>Broad</b> Affects functions, mission, or personnel of an entire Departmental element or Departmental element with multiple site offices. Affects a broad area of science or technology.	<b>General</b> Affects functions, mission, or personnel of multiple Departmental elements or throughout the Department or is in the public interest throughout the Nation or beyond.
<b>Moderate</b> Change or modification of an operating principle or procedure with limited impact or use.	Up to \$120	Up to \$300	Up to \$600	Up to \$1,200
<b>Substantial</b> Change or modification of an operating principle or procedure; an important improvement to the value of product, activity, or program.	Up to \$300	Up to \$600	Up to \$1,000	Up to \$3,000
<b>High</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program.	Up to \$600	Up to \$1,200	Up to \$3,000	Up to \$6,000
<b>Exceptional</b> Initiation of a new principle or procedure; a superior improvement to the quality of a critical product, activity, or program.	Up to \$1,200	Up to \$3,100	Up to \$6,000	Up to \$10,000 <sup>2</sup>  (awards over \$10,000 must be approved by OPM)
<b>MONETARY AWARDS SCALE FOR TANGIBLE BENEFITS</b>				
<b>SAVINGS TO GOVERNMENT</b>	<b>AWARD AMOUNT</b>			
Up to \$10,000	10 percent of the benefits			
\$10,001 – \$100,000	\$1,000 for the first \$10,000 in benefits, plus 3 percent of benefits over \$10,000			
\$100,001 or more	\$3,700 for the first \$100,000 in benefits, plus .005 of benefits over \$100,000 Award amount should not exceed recipient's annual salary			

<sup>1</sup>*All non-performance awards for SES, SL, ST, EJ, and EK employees must be submitted, through the Servicing Human Resources Office, to the Senior Management Review Board for approval.*

<sup>2</sup>*Individual awards in excess of \$7,500 must be submitted, through the Servicing Human Resources Office, to the Office of the Chief Human Capital Officer for approval per DOE O 331.1C.*